

ARIZONA VETERANS SERVICE COMMISSION

INTERNAL MANAGEMENT POLICY 98-03

SUBJECT: WEAPONS ON STATE PROPERTY

EFFECTIVE DATE: March 30, 1998

- 1.0 POLICY: It is the policy of the Arizona Veterans Service Commission (AVSC) that unless authorized by statute and used in the course and scope of employment, weapons as defined below, shall not be allowed in AVSC facilities and/or on State property, except that employees may bring in personal-sized items, such as mace, for personal protection.
- 2.0 AUTHORITY:
 - A.R.S. § 41-604, Powers and Duties of the Director
 - A.R.S. § 13-1501.A1, Criminal Trespass
 - A.R.S. § 13-3102 and A.R.S. § 13-3112, Establishments Prohibiting Weapons
 - Personnel Rule R2-5-409, Administrative Leave
 - Personnel Rule R2-5-501, Standards of Conduct
 - Personnel Rule R2-5-801, et seq, Disciplinary Actions
- 3.0 RESPONSIBILITIES: Supervisors shall ensure that all employees understand and comply with this policy. Violations of this policy will result in disciplinary action.
- 4.0 DEFINITIONS:
 - 4.1 Firearms - any weapon from which a shot may be fired, including starting guns, BB guns and flare pistols.
 - 4.2 Knives - locking blade knives, fixed blade knives, all knives with a blade length of three inches or longer.
 - 4.3 Explosives, ammunition, flammable liquids - any explosive component which can result in an explosion or fire, such as explosives, blasting caps, fireworks, and gasoline. This does not apply to state-purchased items used in the normal conduct of business.
 - 4.4 Disabling or incapacitating items - except as provided above, all tear gas, mace and similar chemicals and gases, whether in a pistol, canister or other container, and other disabling devices such as stun guns.
 - 4.5 Bludgeons - blackjacks, billy clubs or martial-arts devices.
 - 4.6 Other articles - such items as ice picks, straight razors, toy guns, gun lighters, archery equipment or dummy weapons or grenades.
- 5.0 PROCEDURES:
 - 5.1 Employees aware of a weapon on State property, shall
 - 5.1.1 Inform their manager/supervisor.

5.2 The manager/supervisor shall take the appropriate action;

5.2.1 Employee in possession of the weapon will be asked to remove it from State property.

5.2.1.1 Proceed with disciplinary action in accordance with Personnel Rules and AVSC Internal Management Policy, 97-04, Employee Discipline.

5.2.2 General Public in possession of a weapon will be asked to leave the premises and informed that they may return without the weapon.

5.2.2.1 A.R.S. § 13-1501.A1 stipulates that a person is guilty of criminal trespass in the third degree for remaining on property after being asked to leave by a person having “lawful control” of the property.

5.2.3 Under circumstances when the safety of employees and/or residents is in question the manager/supervisor will immediately call 911.

5.3 The manager/supervisor shall communicate through the chain of command of the incident regarding a weapon, as soon as feasible.

6.0 IMPLEMENTATION: This policy shall be implemented without change on the effective date.

Norman O. Gallion
Director